

# SMALL BUSINESS EXCHANGE

OFFICE OF BUSINESS AND WORKFORCE DIVERSITY

FALL 2016

## IDOT BEGINS DISPARITY STUDY

The Illinois Department of Transportation (IDOT) is embarking on a study to update the goals for the Federal Disadvantaged Business Enterprise (DBE) Program and review current programs and policies regarding participation of minority- and woman-owned businesses on state contracts.

Starting this month, the new disparity study conducted by BBC Research & Consulting will examine the current participation of all contractors on IDOT contracts including minority- and woman-owned firms and the local marketplace conditions for such businesses. The study results will help IDOT develop updated data on the availability of minority- and woman-owned businesses and set overall goals.

As part of the study process, IDOT will be hosting six public meetings; we encourage and appreciate everyone's participation. Vendors, contractors, industry representatives,

and other stakeholders will be provided the opportunity to share testimony related to doing business with IDOT, including implementation of the federal DBE Program and other topics. Testimony from the public meetings will become part of the evidence collected as part of the disparity study.

BBC Research & Consulting will also be conducting thousands of phone surveys, interviews, and other means of collecting a representative sample of IDOT's firms. We hope that all businesses would participate in these to provide the most data, qualitative and quantitative, about the marketplace, available firms, and doing business with IDOT. Written testimony regarding experiences with IDOT and in the local marketplace are also encouraged and can be submitted via email to [idotdisparitystudy@bbcresearch.com](mailto:idotdisparitystudy@bbcresearch.com).

**THE CITY OF CHICAGO'S  
SMALL BUSINESS CENTER ON THE ROAD**

**Saturday, October 29, 2016**  
**10:00 AM-2:00 PM**

**Copernicus Center**  
**5216 W. Lawrence Ave., Chicago**

**FREE**

- \* 40+ EXHIBITORS
- \* WORKSHOP
- \* CITY LICENSE EXPERTS
- \* LEGAL CLINIC
- \* SALES PITCH TRAINING
- \* FINANCIAL ADVISERS
- \* CONSUMER CORNER
- \* DOCUMENT SHREDDING
- \* TAX CLINIC

**KEYNOTE SPEAKER:**  
**JULIE SMOLYANSKY**

Register at [ChiSmallBizExpo.com](http://ChiSmallBizExpo.com)

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Illinois Department of Transportation  
Office of Business and Workforce Diversity

[www.dot.il.gov](http://www.dot.il.gov)

## NEW DBE SUPPORTIVE SERVICES REIMBURSEMENT PROGRAM

The Bureau of Small Business Enterprises (SBE) is unveiling a new reimbursement program that will provide IDOT-certified DBE firms with financial assistance for certain expenses associated with doing business. As of October 1, 2016, purchases made in the following categories may be eligible for 50% reimbursement with a \$500 limit per DBE firm. There is also a \$1500 limit per DBE firm for the program. "Prior to this piece of the program, much of the assistance was geared towards firms who were newer to the program, or needed assistance in a specific skillset. This allows for a broader range of DBE firms to utilize the Supportive Services Program here at IDOT. We are very excited about this new initiative and we think our DBE firms will be as well," says Dana Goodrum, Policy & Supportive Services Unit Manager at IDOT.

The categories eligible for reimbursement are:

- Association / Organization Membership Costs
- Training or Certification Class related to approved Work Category
- Audited Financial Statement
- Estimating Software Purchase (Every 2 Years)

There is limited funding available for this program, and only one reimbursement per DBE per quarter is allowed. Purchases should not be made assuming a reimbursement is guaranteed. More information about this program can be found on the IDOT website under DBE Supportive Services, or by contacting the Bureau of Small Business Enterprises at (217) 782-5490.

## IDOT HIRING IN PREPARATION OF WINTER WEATHER

**Temporary help needed to assist with snow and ice removal.**

SPRINGFIELD – The Illinois Department of Transportation is in the process of hiring temporary help to assist with snow and ice removal throughout Illinois this winter. These seasonal employees will be hired on a full-time and an on-call basis.

The department's annual "snowbird" program requires employees to promptly respond to weather situations, assisting in snow and ice control and working in emergency conditions at any time, including weekends, holidays and nights. Applicants must have a commercial driver's license and submit to a criminal background check. A pre-employment physical, vision testing, drug and alcohol screening also are required.

Applicants will be selected based on availability, job-related experience and qualifications. Veterans are strongly encouraged to apply. For additional information, including details on pay and the potential for benefits, visit [idot.illinois.gov](http://idot.illinois.gov).



## IDOT/SBE PROCESS CHANGE

In order to ensure the timely award of a contract, the as-read low bidder must submit a DBE Utilization Plan ("U-Plan") on completed IDOT forms SBE 2025 and 2026 within five calendar days after the date of Letting. To meet the five day requirement, the bidder may send the U-Plan electronically by scanning and sending to [DOT.DBE.UP@illinois.gov](mailto:DOT.DBE.UP@illinois.gov) or faxing to (217) 785-1524.

## 19th Annual Transportation Symposium and Business Exchange

Tuesday, November 15, 2016 is the date for the 19th Annual Transportation Symposium and Business Exchange, to be held at the Chicago Cultural Center's Sidney R. Yates Gallery. The symposium is free of charge and lasts from 9:00 a.m. – 2:00 p.m.

This half-day event will provide an opportunity for small, minority and women-owned businesses to network with government and transportation stakeholders. It is sponsored by the Regional Transportation Authority (RTA), Chicago Transit Authority (CTA), Metra, Pace, Illinois Tollway Authority, and IDOT.

The Chicago Cultural Center is located at 78 East Washington Street but attendees should access the building via the Randolph Street entrance. The Center is accessible by CTA and Metra.

For more information e-mail [tsbe@rtachicago.org](mailto:tsbe@rtachicago.org) or visit [illinoistransportationsymposium.com](http://illinoistransportationsymposium.com).

## EVENTS CALENDAR

### NOVEMBER

- 1 - Disparity Study Public Meeting, Peoria
- 2 - Disparity Study Public Meeting, Springfield
- 3 - Disparity Study Public Meeting, Collinsville
- 4 - November Letting
- 8 - Election Day State Holiday
- 11 - Veterans Day State Holiday
- 15 - Transportation Symposium and Business Exchange, Chicago
- 17 - Contractor Networking, Oak Brook
- 24-25 - Thanksgiving State Holiday

### DECEMBER

- 8 - Contractor Networking, Dixon
- 26 - Christmas State Holiday

### 2017 SAVE-THE-DATES

- January 20 - January Letting
- March 1 - March Letting
- March 27-28 - TCTR Conference

*Contact the Bureau of Small Business Enterprises at (217) 782-5490 for more information.*

## SMALL BUSINESS ILLINOIS

Illinois' Department of Commerce and Economic Opportunity strives to support small business throughout the state. Illinois Small Business Development Centers are located throughout the state and provide information, confidential business guidance, training and other resources to start-up and existing small businesses.

Services include: one-on-one business advice and management assistance, assistance with the development of business plans, help with accessing market information and the development of marketing plans, assistance with accessing business financing programs, assistance with financial analysis and planning, access to business education and training opportunities, specialized services in technology, innovation and entrepreneurial development.

In addition, a small business in Illinois can also find assistance by visiting a local PTAC (Procurement Technical Assistance Centers). Illinois Procurement Technical

Assistance Centers are a portal for small businesses looking to enter the world of government contracting. The centers provide one-on-one counseling, technical information, marketing assistance and training to existing businesses interested in selling their goods and services to local, state, and/or federal government agencies.

Services include: help targeting appropriate government agencies, automated bid lead matching services, access to government specifications and standards, guidance with quality assurance issues, assistance with certifications, identification of Sub-contracting opportunities, bar code and packaging information, RFID (Radio Frequency Identification), UID (Unique Identification), contract administration information, System for Award Management (SAM) Assistance, review of bid packages.

To find out more about SBDC's or PTAC's, call (800) 252-2923.





**Illinois Department of Transportation**  
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Illinois Department of Transportation

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# EXCHANGE

## MISSION STATEMENT

To ensure that minority-owned, woman-owned and other disadvantaged small businesses have an equal opportunity to participate in Illinois Department of Transportation's federal and state-funded highway, transit and airport contracts.

To promote equal employment opportunities for minorities, females and disadvantaged individuals to achieve greater workforce diversity in all phases of Illinois' highway, transit and airport construction industry.

